

DDYS 64- 6310

FILE Training 3

14 DEC 1984

MEMORANDUM FOR: Deputy Director for Support  
THROUGH : Executive Officer to the DD/S  
SUBJECT : Midcareer Training Program  
REFERENCE : Action Memorandum No. A-388, dtd 25 June 64, fr  
Ex. Dir.-Compt.

1. This memorandum is for your information only.
2. In the referenced Action Memorandum, the Executive Director-Comptroller set forth criteria for Agency-wide understanding and action on the Midcareer Training Program. In that Memorandum he directed all Career Services to:
  - a. Thoughtfully and meaningfully examine and evaluate all of their GS-13 personnel for a Midcareer Program.
  - b. Consider, in the early stages of the Program, young, recently promoted GS-14 personnel between 35 and 45 years of age.
  - c. Consider individuals who have demonstrated potential to be eventually promoted to Grade GS-15 or higher. These persons also must be in the 35 to 45 age group.
  - d. Prepare, immediately upon selection, a Mid-career Developmental Program, of not more than five years, for each individual.
3. Further, a Midcareer Executive Development Course was established which midcareer selectees could attend. It was understood that not all could enroll because of inability to conduct sufficient Courses. Selection for the Course was to be made from those GS-13's who have demonstrated the potential for promotion to GS-15 and above, and who most likely would be assigned to executive or managerial responsibilities at senior levels.

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4. Because of the difficulty in completing Five Year Development Programs for the chosen individuals, total compliance with requirements is naturally slow. Those received to date from the various Career Boards are attached. To push action and maintain a follow-up, I will ask all Offices to advise me quarterly of their progress. Progress for each Office to date is shown on labeled attachments.

5. Undoubtedly, Mr. Baird, as Chairman of the Training Selection Board, and Mr. Kirkpatrick will ask for Progress Reports as time goes on. The Director of Personnel, who now represents you on the Training Selection Board, telephoned and asked for data. Fortunately, the statistics were available.

6. I intend to keep the data current, so that you may have knowledge of our progress at any time. If you have any suggestions I will appreciate your advice. If you will return the attached material, I will use it for further reference and consolidation with other five year plans when received.

*LSJ*

25X1  
[redacted]  
Senior Training Officer  
Deputy Director for Support

Attachments

As stated above.

SA-DD/S:RB/JH/ms (14 Dec 64)

Distribution:

Orig - Addressee, w/Atts (for return to Senior Training Officer, DD/S)

1 - DD/S Chrono, w/o Atts

1 - DD/S Subject, w/o Atts ✓

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